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*MENTAL HEALTH IN LATE LIFE*

The Psychogeriatric Nurses' Association Australia Incorporated - Executive Committee 3rd Strategic Plan (2011-2014)					
Strategies	Responsibility	Funding/Resource Requirements	By When	Progress Indicators	Date Achieved
<b>General Strategies</b>					
1. Develop a 3 <sup>rd</sup> Strategic Plan for 2011-2014 for the PGNA Executive Committee.	Committee	Nil Funding resources	June 2011	<ul style="list-style-type: none"> <li>Development of 3rd Strategic Plan</li> <li>To be ratified by PGNA Membership in May and June 2011.</li> </ul>	Achieved July 2011
2. Develop a PGNA resource manual <i>Priority One</i> 2.1 What we do 2.2 Terms of reference 2.3 Mission statement 2.4 Affiliation with the college 2.5 Constitution 2.6 Membership info and form 2.7 Scholarship Forms 2.8 Conference organisation package 2.9 Newsletters	Committee	PGNA/College of Nursing Inc.	June 2012	<ul style="list-style-type: none"> <li>Resource Manual still in progress (sip)</li> </ul>	2.1 still in progress-sip 2.2 completed 2.3 completed 2.4 completed 2.5 completed 2.6 completed 2.7 completed 2.8 sip 2.9 sip

<p><i>Priority Two</i></p> <p>2.10 Committee structure &amp; sub-committees  2.11 Role Descriptions of Executive Committee members  2.12 Terms of Reference (Instruments of Delegation) for sub-committees  2.13 Sponsorship – Process</p> <p><i>Priority Three</i></p> <p>2.14 Standards of practice  2.15 Rural &amp; Remote Support/Information  2.16 Registration as an Association  2.17 Financial accountability  2.18 Educational resources (Courses, web-links, publications)  2.19 Website</p>					<p>2.10 completed  2.11 sip  2.12 completed  2.13 sip</p> <p>2.14 sip  2.15 continuing  2.16 completed  2.17 completed  2.18 distributed via PGNA email distribution list  2.19 update as needed</p>
<p>3. Maintain and update PGNA Website in partnership with the NSW College of Nursing</p>	<p>Secretary</p>	<p>PGNA</p>	<p>Monthly</p>	<ul style="list-style-type: none"> <li>Website maintained and updated monthly or when information available</li> </ul>	<p>Ongoing</p>
<p>4. Negotiate a Memorandum of Cooperation with the Australian College of Mental Health Nurses Incorporated (ACMHN Inc.)  4.2 New initiative: Memorandum of Understanding may be developed with NSW branch of ACMHN</p>	<p>President</p>	<p>Nil Required</p>	<p>April 2011   Dec 2011</p>	<p>4.1 Memorandum of Cooperation is being negotiated  4.2 now being negotiated with NSW exec of ACMHN</p>	<p>4.1 No outcome achieved   4.2 ongoing</p>

5. Develop "Standards of Practice" for Psychogeriatric Nurses.			Dec 2011	5.1 Establish a reference group by March 2009 5.2 Develop draft Standards of Practice by June 2013 5.3 A Standards of Practice manuscript and conference presentation is prepared for PGNA conference.	5.1 Achieved: This is the 'education & research subcommittee'. 5.2 This depends on funds. No funds previously available. PGNA will now provide some financial support. Other funds also being explored. 5.3 Pending progress of research
6. Publication of PGNA Newsletter	President	PGNA	Ongoing	Review at 2011 AGM. If no member volunteers to produce the newsletter, then delete from strategic plan	October 2011
7. 7.1 Financial Accountability / Compliance with Dept of Fair Trading incorporation & registration requirements  7.2 To establish direct debit bank payments facility for all PGNA members.  7.3 Develop policy and procedures with regards to direct bank payments.	Treasurer  Treasurer  Treasurer	PGNA  PGNA  PGNA	February 2012  July 2010  July 2011	<ul style="list-style-type: none"> <li>Bi-Annual audit of PGNA financial status</li> </ul> Procedure on membership renewal form	7.2 completed September 2010  7.3 completed July 2011
8. Increase PGNA representation on State and National Consultative Committees	A member of the PGNA or delegate	Nil required	Ongoing	<ul style="list-style-type: none"> <li>Reporting of activity to PGNA Executive Committee and</li> </ul>	ongoing  Regina McDonald, representing PGNA,

				membership of PGNA	<p>member of consultative providing advice on the <i>NSW Service Plan for SMHSOP 2005-2015</i> NSW Health: Achieved</p> <p>Regina continues to represent PGNA for review of service plan Regina represented on some meetings of the OPMH policy unit</p> <p>PGNA represented on CoNNO at twice yearly meetings</p> <p>Ongoing</p>
9. Increase the number of PGNA members	<p>All Members</p> <p>Exec</p>	<ul style="list-style-type: none"> <li>• PGNA promotional stand at relevant conferences eg DCRC yearly, FPOA regional meetings</li> <li>• Develop promotional material</li> <li>• Regina writing an article about the PGNA to publish in Lamp; InSite; Ageing Agenda</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>• Increased annual membership reported at AGMs</li> <li>• Some developed already: bookmark</li> <li>• PGNA Brochure</li> <li>• Pens</li> </ul>	<p>Ongoing</p> <p>:Reprint bookmark :Review brochure content :Get quotes</p>

10. PGNA Research Project	Christine Neville (as Chair of E&R Committee), Regina McDonald	PGNA & The University of Queensland	2010	· Identification of project: ( Standards of Practice for Psychogeriatric Nurses) & statement of methodology <ul style="list-style-type: none"> <li>• Launch of project at 2008 PGNA Conference</li> <li>• Presentation of preliminary research findings or progress report at a PGNA Conference</li> </ul>	: Achieved  : Achieved  University of Qld is participating University.
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**The Psychogeriatric Nurses' Association Australia Incorporated - Education & Research Committee  
3<sup>rd</sup> Strategic Plan (2011-2014)**

<b>Strategies</b>	<b>Responsibility</b>	<b>Funding/Resource Requirements</b>	<b>By When</b>	<b>Progress Indicators</b>	<b>Date Achieved</b>
<b>General Strategies</b>					
11. Develop a Strategic Plan for 2011-2014 for the PGNA Education & Research Committee.	E&R Committee	Funding: Nil Resources: Time	June 2011	<ul style="list-style-type: none"> <li>Development of strategic plan.</li> </ul>	July 2011
12. The Education & Research Committee will send minutes of meetings to the Secretary of PGNA Executive Committee.	Chair of Ed & research committee	Funding: Nil Resources: Time	Following each meeting	<ul style="list-style-type: none"> <li>Minutes tabled at the PGNA Executive committee.</li> </ul>	Ongoing
13. The Education & Research Committee will organise / facilitate the organisation of biennial conferences and education evenings and report progress of these to the Executive Committee	Elizabeth Brandis (as secretary of Executive Committee)	Funding: Nil	Ongoing	<ul style="list-style-type: none"> <li>E&amp;R Committee report tabled at each Executive Committee meeting and General Meeting of PGNA</li> </ul>	Ongoing
14. Draw up guidelines for organising conferences for inclusion in PGNA Resource Manual (see 2.8 in strategic plan)	E&R Committee	Funding: Nil Resources: Time	June 2012	<ul style="list-style-type: none"> <li>Inclusion of guidelines in PGNA Resource Manual</li> </ul>	Ongoing
15. Draw up Terms of Reference / Instrument of Delegation for the PGNA Education & Research Committee.	E&R Committee	Funding: Nil Resources: Time	May 2008	<ul style="list-style-type: none"> <li>Instrument of Delegation completed and authorised by Executive Committee</li> </ul>	Achieved and in operation

<p>16. Facilitate funding / resources for rural &amp; remote area Education &amp; Research evenings / events on application by initiating / organising rural &amp; remote PGNA members (ie. Evenings / events not initiated by E&amp;R Committee in strategies 22, 24, 25, 26 below)</p>	<ul style="list-style-type: none"> <li>E&amp;R Committee will receive, review, and recommend applications by rural &amp; remote PGNA members to hold Education &amp; Research evenings / events.</li> <li>Executive Committee must approve initial &amp; subsequent funding for each evening / event.</li> </ul>	<p>Funding: Initial maximum of \$1000 per event. Resources: Time, Electronic E-mail</p>	<p>Ongoing</p>	<ul style="list-style-type: none"> <li>Education &amp; Research Evening conducted in rural centres.</li> </ul>	<p>PGNA &amp; ACMHN Combined symposium, Yepoon, Qld. 13&amp;14.6.2009</p> <p>Ongoing</p>
<p>17. Promote and award PGNA Scholarships to member applicants who meet established application criteria:</p> <ul style="list-style-type: none"> <li>Course / Conference Scholarships</li> <li>Research Scholarships</li> </ul>	<ul style="list-style-type: none"> <li>E&amp;R Committee will receive and approve scholarships.</li> <li>E&amp;R Committee will ensure applicant compliance with Scholarship Terms of Agreement.</li> </ul>	<ul style="list-style-type: none"> <li>Funding – from PGNA account.</li> <li>Maximum scholarship amount per applicant - \$500.</li> <li>Maximum total scholarship expenditure by PGNA per annum - \$2,500.</li> <li>Maximum total annual scholarship expenditure to be reviewed at the end of the term of this Strategic Plan (ie. Every three years.)</li> </ul>	<p>Ongoing</p>	<ul style="list-style-type: none"> <li>Applications for scholarships made by PGNA members.</li> <li>Scholarships awarded to PGNA members who meet established application criteria.</li> <li>Terms of Agreement (Expectations of PGNA for successful scholarship applicants) are met.</li> </ul>	<p>Ongoing</p>
<p><b>Proposed Education &amp; Research Events: 2011 – 2014</b></p>					

18. Hold PGNA Conference 2012	E&R Committee	PGNA funds supported by sponsorships	September 2012	<ul style="list-style-type: none"> <li>Funding secured for Conference</li> <li>Conference to be organized by E&amp;R committee</li> </ul>	<p>Achieved: 29<sup>th</sup> October 2010 in Wollongong</p> <p>Planning for 2012 underway</p>
19. Organise a regional Education & Research Evening for off conference years	E&R Committee	<ul style="list-style-type: none"> <li>Funding: \$1,000 initial maximum funding to be approved by Executive Committee.</li> <li>Additional funding to be approved by Executive Committee</li> </ul>	December 2011	<ul style="list-style-type: none"> <li>Region identified</li> <li>Funding for E&amp;R Evening secured</li> <li>E&amp;R Evening conducted at regional venue</li> </ul>	
20. Organise a Sydney metropolitan Education & Research Evening for off conference years	E&R Committee	<ul style="list-style-type: none"> <li>Funding: \$1,000 initial maximum funding to be approved by Executive Committee.</li> <li>Additional funding to be approved by Executive Committee</li> </ul>	December 2011	<ul style="list-style-type: none"> <li>Sydney venue identified</li> <li>Funding for E&amp;R Evening secured</li> <li>E&amp;R Evening conduct at Sydney metropolitan venue</li> </ul>	<p>Achieved 20<sup>th</sup> November 2009 at Ryde-Eastwood Leagues Club with AGM</p> <p>Planning for 2011</p>
21. PGNA Research Project – as for strategy in PGNA 3 <sup>rd</sup> strategic plan	As for 10 above	As for 10 above	As for 10 above	<ul style="list-style-type: none"> <li>As for 10 above</li> </ul>	